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MINUTES OF THE FIRST FDD CAREER SERVICE BOARD MEETING

12 February 1957

Chairman: J. J. Bagnall, Chief, FDD

25X1A

Members

Deputy Chief

, Chief, USSR Branch

Chief, Eastern Europe Branch

Chief, Far East Branch

Chief, Scientific & Technical Branch

Chief, Western World Branch

Chief, Reports Branch

Secretary

Administrative Officer, FDD

Consultants

The first formal meeting of the FDD Career Service Board was held in the Office of the Chief at 1500 hours.

1. TRAINING

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██████████ announced that OTR is planning a 6-months' Chinese language course for FDD's needs to begin between 15 April and 1 May 1957. A minimum number of four candidates must be nominated in order for the course to be given.

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██████████ further proposed that ██████████ of the Far East Branch be assigned for a 60-days' familiarization tour of Indonesia to include Java, Sumatra, Borneo, possibly the Celebees and Halmahera, and the outlining islands for May and June.

The Chairman suggested that it would be best to have all such future training proposals completely written up for the Board.

The Board recommended approval. The complete proposal will be submitted to the OO Career Service Board and should include memos to the DD/I and OO Career Service.

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██████████ recommended that ██████████ be sent to Iran, Afghanistan, and Pakistan in April or May.

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The Chairman asked that this be presented in final form by ██████████

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██████████ estimated that the minimum time for processing would be approximately three weeks.

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[REDACTED] suggested that OTR give language aptitude tests to all FDD linguist personnel, about 6 to 8 per month and would like to see this testing in advance of training needs, if possible. After some dissenting opinions, the Chairman stated that there were two key points which should be taken into consideration: 1) in anticipation of the Language Development Program in which we will want to anticipate the number of FDD personnel who will want training. Those participating will be required to take the language aptitude test. 2) We need some additional validation on the language aptitude test itself. FDD does not have sufficient experience to judge what the categories mean and these tests will be a better basis for judging on our part.

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The Chairman concluded that since the date of testing is known in advance, [REDACTED] should announce at one board meeting that at the following meeting she would like nominations for people to take the test on such a date. Each of the branches will submit their nominations for the following test period.

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[REDACTED] presented the following nominations for the regularly scheduled courses for the Board's approval:

Basic Supervision - 11-22 March

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[REDACTED]

Intelligence Orientation Course - 4-29 March

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[REDACTED]

Writing Workshop - 11 March-4 April

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[REDACTED]

American University at Beirut

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[REDACTED]

Regional Survey: East Asia - 18 March-26 April

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[REDACTED]

The Board reviewed and approved the above.

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██████████ mentioned the Indonesian course which begins 1 April and he was planning to send three people, two from BF and a recruit.

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██████████ stated his need for a Persian reading course to the Language Training Officer. If tutorship is involved, he would be willing to nominate a second person.

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██████████ announced as a matter of information that ██████████ of BU has been giving a course in reverse translation in Russian.

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## 2. POLICY and PROCEDURES

FDD Notice No. 57-2 dated 8 February 1957 officially established the FDD Career Service Board and no further notification or authorization is required from the Office of Operations. Authorization is contained in the minutes of the OO Career Service Board. This notice becomes part of FDD's own Career Service Board. Deputy Chiefs will attend as acting members.

## 3. CAREER STAFF APPLICATIONS

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██████████ were accepted as Career Staff members effective July 1956 and July 1954 respectively. Career service acceptances will be given to the person in the FDD Career Service Board meetings. This will be adopted as a procedure for handling career service acceptances. ██████████ was then called to receive her Career Staff notification before the Board.

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## 4. ROTATION

The planned use of an individual involving an assignment to another office for a specific purpose for a specific time. The Secretary of the Board will record these happenings.

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██████████ announced that ██████████ will be returning to WE/DD/P at the end of this week, and that a ██████████ now located in the FDD Unclassified Pool is on loan from DD/P doing work on German and Dutch material for BW.

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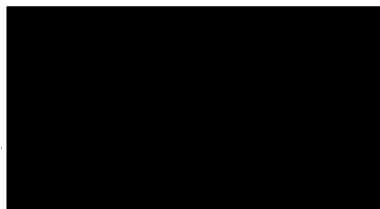
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[REDACTED] suggested that newer, inexperienced personnel may profit from a tour of duty in Editorial for a period not less than a month.

5. PROMOTIONS

The Board recommended approval on the following promotions:

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GS-5 to GS-7  
GS-6 to GS-7  
GS-6 to GS-7  
GS-7 to GS-9  
GS-9 to GS-11  
GS-9 to GS-11

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[REDACTED] inquired about a GS-11 opening for [REDACTED]. He would like to borrow a slot from another Branch, if possible, for a period of two or three months.

The Chairman requested for the next meeting the number of GS-11 positions and those that are actually GS-11s. Action on [REDACTED] to be tabled until then.

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6. VACANCIES

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[REDACTED] nominated for GS-13 - ORR Staff position.

The Board noted the above nomination.

7. CAREER PREFERENCE OUTLINES

To include any career preference outlines which have been reviewed on the part of the Board for the Board's record plus any amendments or comments that you would like to make on these. The following persons' plans were forwarded during the past week.

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8. TRANSFERS

[REDACTED] was asked to bring in the list of transferees for <sup>THE</sup> next meeting.

9. REASSIGNMENTS

Within the OD Career Service and have been given another assignment either temporary or full-time.

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OTR requested the services of [REDACTED] from two to three weeks on location beginning 18 February 1957. [REDACTED] objected because of the length of time involved and that [REDACTED] of OTR should channel such requests through the Branch Chief or Admin Officer instead of the individual directly.

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[REDACTED] assigned to [REDACTED]  
- From BW to BE as a trainee in Bulgarian  
- From SS to BF as a trainee in Thai  
- From BW to BE as a trainee in Rumanian

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The death of [REDACTED] of the USSR Branch is noted with regret. [REDACTED]

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Interim assignment: [REDACTED] from BF to Editorial Section, BR

10. AWARDS

None

The meeting adjourned at 1615 hours.

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[REDACTED]  
Secretary

cc: od